

SHADED AREA FOR PPB USE ONLY

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action form 242

242-	EFFECTIVE DATE
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1. DFG DIVISION/BRANCH/REGION/OFFICE Sacramento Valley And Central Sierra Region	565-243-0916-020 POSITION NUMBER (Agency-Unit-Class-Serial)
2. UNIT NAME AND LOCATION Nimbus Fish Hatchery and American River Trout Hatchery, Rancho Cordova	3. CLASS TITLE Fish and Wildlife Technician
4. PROPOSED INCUMBENT (if Known) UNKNOWN	5. CURRENT POSITION NUMBER

6. BRIEFLY DESCRIBED THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS UNDER THE SUPERVISION OF THE FISH HATCHERY MANAGER II, OR THE FISH HATCHERY MANAGER I , PERFORMS THE FOLLOWING DUTIES.

7. PERCENTAGE OF TIME PERFORMING DUTIES	8. INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
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50%	Sorts ,spawns, feeds and treats for diseases of salmon and steelhead, care for eggs, inventory fish, marking fish and planting of fish.
30%	Performs routine maintenance and repair of building ,equipment, and hatchery grounds; install and maintain racks, traps and pond cleaning.
10%	Operates forklifts ,automobile, trucks, pumps, fish loaders and other types of mechanical equipment. May act as lead person and is temporarily in charge in both manager absence (FHM II) (FHM I).
10%	Other duties as required including reports and record keeping, also may be assigned to work weekends, holidays and other night or early mourning hours. Must have a valid California driver's license, and may have the ability to obtain a Class A licence within one year.

9. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
PRINT SUPERVISOR'S NAME Terrance L. West	SUPERVISOR'S SIGNATURE	DATE

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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